



## **HUMAN RESOURCES OFFICE U.S. EMBASSY DHAKA**

### **VACANCY ANNOUNCEMENT**

**ANNOUNCEMENT NUMBER – 13 - 015**

**OPEN TO:** **All Bangladeshi Interested Qualified Candidates**

**POSITION:** **Travel Assistant, FSN-7**  
(Salary approx. Tk. 48,000 per month).

**Depending on qualifications and experience,  
Incumbent may be hired at a trainee grade  
(Lower than the position grade)**

**OPENING DATE:** **March 10, 2013**

**CLOSING DATE:** **March 28, 2013**

**WORK HOURS:** Full-time; 40 hours/5 days per week

The United States Agency for International Development (USAID) in Bangladesh is seeking applications from qualified Bangladeshi nationals for the position of **Travel Assistant** in the Executive Office (EXO).

Candidates for employment are generally hired at the first step of the established grade of the position. In some instances, candidate may be hired at a higher step when exceptional qualifications so warrant. If there are no qualified candidates at the stated grade level, a candidate may be hired at a lower grade level.



## **BASIC FUNCTION:**

The incumbent serves as the Travel Assistant in the Executive Office under the direction of the USAID Supervisory Executive Specialist. S/he advises Mission staff regarding official travel, USG travel regulations, and airlines, IATA and host government rules and practices, prepares Travel Authorizations (TAs) and also coordinate with International Cooperative Administrative Support Services (ICASS) Travel section and the US Embassy travel contractor. S/he is also responsible for a part of administrative and coordination services and functions in support of Mission logistics.

## **MAJOR DUTIES AND RESPONSIBILITIES:**

### **Travel Management:**

- Prepares travel authorizations in E2 as well as in Paper for international and domestic travel and prepares all related documents.
- Advises the Mission staff on post policies regarding official travel, USG travel regulations, airline and IATA regulations, host government rules and practices.
- Advises travelers of changes in post's travel policy and agency regulations as necessary.
- Advises employees of entitlements and restrictions on a wide variety of travel situations, including but not limited to home leave and transfer, direct transfer, rest and recuperation, medical evacuation, emergency visitation, invitational travel, educational travel and separation travel.
- Ensures rapid emergency action for MEDEVAC and emergency visitation travel cases on short notice.
- Maintains and updates data of all domestic and international travel.
- Ensures all the arrangements for travel for US citizens assigned to the post, for official visitor and for VIPs.
- Reserves and issues travel authorization numbers for domestic travel.
- Reviews and processes completed files for close-out.
- Provides support and guidance as needed to Mission staff in preparing Travel Requests (TR), Travel Authorizations (TA), Travel Advances and Travel Vouchers.
- Prepare "Allow On Board" letter for the inbound/outbound travelers.
- Prepare "TDY Privilege" memo for the inbound travelers.
- Prepare "Visa Request" letter on need basis.
- Maintain office filing system/records management of the travel section both electronically and physically.
- Maintains contacts with working level personnel at ticket offices of airlines to facilitate obtaining travel reservations, cancelation and ticketing in short notices.



- Uses judgement and diplomacy while applying regulations to specific cases.
- Respectfully and tactfully handles customers needs.

**Logistic Support:**

- Coordinates logistics for VIP/VVIP delegation visits with the assigned control officer.
- Requests reservation of the Airport VIP lounge thru ICASS Travel when necessary.
- Makes the necessary arrangements for reservations, hotel bookings, reserves motor pool car/van and coordinates pick up times with the motor pool and the traveler.
- Works closely with ICASS Travel and ICASS Shipping regarding un-accompanied Baggage (UAB) and House-hold Effects (HHE) for arriving or departing employees.
- Provide check-in package and other logistic support to the incoming TDY personnel on their arrival to Provide check-in package and other logistic support to the incoming TDY personnel on their arrival to the post.

The incumbent is responsible for operating USAID information systems and information security to a level of "Separation of Duties", "Individual Accountability" and "Need to Know" as defined in ADS 545.3.2.1 and also below:

Separation of Duties - That an individual does not have the authority to complete an entire process (multiple independent actions), such that each action acts as a "check" on other actions within the process. This "compartmentalizes" the independent actions, and decreases an individual's ability to perform multiple actions or to complete the entire process, which may result in a security breach.

Individual Accountability - That an individual is solely responsible for his or her actions. He or she may be required to explain and defend those actions to organizational authorities that can impose penalties against misuse or abuse of authorized actions.

Need to Know - That an individual, in the performance of his or her duties, has the requirement to access specific information, which would otherwise not be accessible to him or her. He or she must protect the information, using safeguards appropriate to its sensitivity level, to ensure that other individuals who do not have an access requirement or authorization do not access it.



## **QUALIFICATIONS REQUIRED:**

### **SELECTION CRITERIA:**

- 1. Education:** Possession of a higher secondary education degree or the host-country equivalent in relevant field. *(You must attach a copy of your certificate along with your application form.)*  
**15 points**
- 2. Prior Work Experience:** A minimum of two to three years of progressively responsible experience in a local/international airline reservations office or related administrative experience is required.  
**35 points**
- 3. Knowledge:** Sound knowledge of domestic/international travel regulations, instructions, procedures, IATA regulations, and familiarity with reservation and ticketing procedures.  
**25 points**
- 4. Skills and Abilities:** Excellent organization and time management skills are essential to successful performance in this position. The Travel Assistant will frequently have many Travel Authorizations (TAs) to accomplish within strict time line, consequently, the ability to work under pressure is an important aspect of this position. In dealing with travelers, the Travel Assistant shall be expected to be tactful and respectful of others in every instance. Must be adept at providing sound travel policy advice; and establishing and maintaining effective working relations with management of the employing agency staff at all levels. Must be familiar with Microsoft Word, Excel, Access and PowerPoint.  
**25 points**

### **ADDITIONAL SELECTION CRITERIA:**

**Language Proficiency:** Fluency in English language at Level III, and knowledge of the Bangla language. A high fluency is required in written and spoken English.

The Mission will consider issues such as conflict of interest, nepotism, budget implications, etc., in determining successful candidacy.

Current employees serving a probationary period are not eligible to apply.



**NOTE: Only newly hired employees (and former employees returning from a break in service) serve a probationary period. Current employees recently promoted to a new position must have approval from a supervisor to apply.**

Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

The candidate must be able to obtain and hold a security clearance.

### **SELECTION PROCESS:**

It is essential that the candidates address the required qualifications above in the application. **Applicants who do not provide evidence that they meet the above qualification requirements may not be considered.** After an initial application screening, the best-qualified applicants will be invited to a testing process, which will include English Language Proficiency Test, written technical examinations and oral interviews. The probationary period for this position is **one year**.

### **TO APPLY:**

**Interested Bangladeshi qualified in-house candidates are requested to submit the completed and signed Official Form OF-612 or DS-174 along with a cover letter. A copy of the blank form is also attached hereto for your convenience.**

[Application Form OF-612](#)

[Application Form DS-174](#)

**All Bangladeshi applicants must complete and sign the application form (OF-612 or DS-174) and attach the following documents. If you do not attach the below mentioned documents, your application will not be considered complete and will not be processed further.**

- I) A passport size photograph (taken within six months),**
- II) A copy of educational or trade school certificate.**

**Inaccuracies, omissions or false statements may be cause for disqualification or termination of employment. Information given on the application may be verified at any time.**



One of the following options may be used to drop applications:

- General Post Office (GPO) Box No. 2593, Ramna, Dhaka
- By Hand with No Sealed Envelope **at the South Barrier of the U.S. Embassy**

**SUBMIT APPLICATION TO:**

Human Resources Office

Attention: HRO

Address: Embassy of the United States of America  
Madani Avenue, Baridhara  
Dhaka – 1212

**DEFINITION:**

**Foreign Service National (FSN):** A host country national employed at a U.S. Mission abroad, who is not a U.S. citizen, nor a family member of a direct-hire Foreign, Civil, or uniformed service member under COM authority.

**NOTE:** *Members of the same family (father, mother, spouse, child, brother, sister, uncle, aunt, first cousin, niece, nephew, grandparent or grandchild, in-laws or step-relatives) will not be employed at the same time in the same agency unless it is in the best interests of the Mission and approved by the Director of the agency involved. In no case will family members be employed in the same working unit of an agency. They may be employed in different agencies.*

***The US Mission in Dhaka provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, national origin, marital status, political affiliation, age, sex, sexual orientation, physical disability, or membership in an employee organization. The United States Agency for International Development also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.***